



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Reallocation of Risk Management Technician Position to Risk Manager

MEETING DATE: October 18, 1995

SUBMITTED BY: Personnel Director

RECOMMENDED ACTION: That the City council approve the reallocation of the vacant Risk Management Technician position to Risk Manager.

BACKGROUND INFORMATION: Risk Management is defined by a variety of programs relating to the control and managing of areas of "risk" within the organization. These programs include but are not limited to workers' compensation; general liability; safety; disability; life and health insurance's, and retirement plans.

Over the past several years these functions have been handled by a combination of departments including Personnel, City Clerk, City Attorney, and Administration. Some of the responsibilities of risk management and the working title of "Risk Manager" was given to the Administrative Assistant to the City Manager (Kirk Evans) shortly after he was hired in 1991 and a clerk was assigned to provide clerical assistance. Mr. Evans handled the "reactive" components of risk management (workers' compensation and general liability, claims administration) in addition to coordinating the Solid Waste Management and Community Improvement Programs.

At the same time, the other Assistant to the City Manager, Janet Keeter, among other duties, was assigned to handle the "proactive" components of risk management which were regulated by Senate Bill 198 (safety training, safety meetings, and program development). she also became the City's Safety Officer. Ms. Keeter was assigned to perform these functions because of our need to comply with the law and because she had prior experience in this area.

In 1993, Ms. Keeter was subsequently assigned the functions of Economic Development and her responsibilities related to risk management were passed on to Mr. Evans. At this time the clerical position reporting to Mr. Evans was studied and reclassified to a Risk Management Technician.

APPROVED: _____

THOMAS A. PETERSON
City Manager



recycled paper

In July of 1994, Mr. Evans was assigned Transportation responsibilities to handle the implementation of the city's fixed bus route system and the dial-a-ride program. Assistant City Manager Jerry Glenn assumed the responsibility for the management and administration of risk management including the supervision of the Risk Management Technician.

The City's risk management program can be improved by; central coordination, commitment and follow-through. Currently many risk functions are not being performed at all, or are in part being handled by a number of employees collaterally with their other duties with no centralized management.

The City is deficient in its mandated safety/training program and its coordination of the multi-faceted areas of risk management. A Risk Manager will centralize these processes and ensure that the needs of the city staff and residents of the city are met in a timely, efficient and organized manner.

It is expected that the Risk Manager will identify trends that will emerge and make recommendations to save costs in these areas. We will be tracking our program and intend to bring back to the City Council a short and long range plan for cost controls and reduction during the next fiscal year.

The City needs a qualified professional to manage risk management functions. The objectives of the Risk Management Program will be to:

1. Reduce the number and cost of workers' compensation claims.
2. Reduce the number and cost of general liability claims against the city.
3. To ensure compliance with CAL/OSHA standards for the safety and working conditions of employees.
4. Identify and eliminate hazards in the City which cause general liability claims.
5. Establish and maintain a wellness program.

RECOMMENDATION: It is recommended that the City Council approve the following:

1. That the position of Risk Management Technician be reallocated to Risk Manager and placed in the mid-management group.
2. Class Specification for Risk Manager with the following salary range:

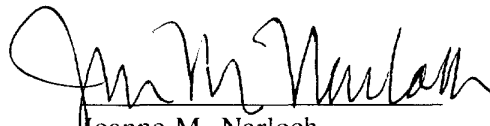
TITLE	A	B	C	D	E
Risk Manager	\$3,784.43	\$3,973.65	\$4,172.33	\$4,380.95	\$4,600.00

3. Part Time Clerical help to assist in the implementation of the program.

COST: FY 94/95: \$17,015.22

FUNDING: Contingent Fund

Respectfully submitted,


Joanne M. Narloch
Personnel Director

JMN/kt

Attachment

RESOLUTION NO. 95-134

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE REALLOCATION OF
RISK MANAGEMENT TECHNICIAN TO RISK MANAGER,
APPROVING CLASS SPECIFICATION AND SALARY RANGE FOR
RISK MANAGER, AND FURTHER APPROVING PART-TIME CLERICAL
HELP TO ASSIST IN THE IMPLEMENTATION OF THE PROGRAM

=====

RESOLVED, that the Lodi City Council does hereby approve the reallocation of the Risk Management Technician to Risk Manager, assigned to the Mid-Management group, as shown on Exhibit A, attached hereto; and

FURTHER RESOLVED, the Council hereby approves the following salary range for the Risk Manager position:

A	B	C	D	E
\$ 3,784.43	\$ 3,973.65	\$ 4,172.33	\$ 4,380.95	\$ 4,600.00

BE IT FURTHER RESOLVED, that the City Council hereby approves part-time clerical help to assist in the implementation of the program.

Dated: October 18, 1995

I hereby certify that Resolution No. 95-134 was passed and adopted by the City Council of the City of Lodi in a regular meeting held October 18, 1995 by the following vote:

AYES: Council Members - Davenport, Pennino, Sieglock, Warner
and Mann (Mayor)

NOES: Council Members - None

ABSENT: Council Members - None

ABSTAIN: Council Members - None


JENNIFER M. PERRIN
City Clerk

RISK MANAGER

DEFINITION:

To manage, direct, and coordinate the activities of the City's comprehensive risk management program including management of self-insured workers' compensation, general liability, collision, and unemployment insurance compensation programs; employee benefits and retirement plan; to coordinate program activities with other divisions and departments; assist the Human Resources Director in other aspects of human resource development such as compensation, classification, policies and procedures, labor relations, and training; perform related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Human Resources Director. May exercise direct supervision over professional, technical, and clerical staff.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

Prepare and administer program budgets.

Supervise and participate in the administration of the City's general liability, workers' compensation, property damage, vehicular physical damage, catastrophe insurance, transit insurance, loss recovery, and crime insurance programs.

Direct, oversee, and participate in the development of the division's work plan.

Plan, develop, and review the City-wide risk administration and loss control programs and policies; ensure conformance of program to established standards; recommend policies to reduce risk, conserve liability reserves, and provide for open case liability reserves.

Ensure State compliance of the City's workers' compensation program with applicable laws and regulations; establish charge-back rates for City departments.

Supervise and conduct audits of invoices for annual program deposits and authorizes payments; solicit bids from brokers for insurance coverages for forms of coverage as deemed necessary.

Coordinate policies, bids, renewals, enrollments, and changes for all City employee health insurance programs, state unemployment insurance, disability insurance, deferred compensation, and disability retirements.

Plan and coordinate the workers' compensation program, including liaison work between City departments, third party administrators, employees, and service providers.

Negotiate adjustments and settlements of uninsured losses and insured losses involving damages to City and/or private property.

EXAMPLES OF DUTIES: (Cont'd)

Represent the City's interest on risk management boards, authorities, in court, or wherever appropriate
Analyze trends in liability coverages and case law.
Make recommendations for insurance coverage, purchase, and cost; reviews contracts and agreements relating to required certificates of insurance.
Supervise and investigate claims; directs and assists in preparing cases for litigation.
Act as Safety Officer for the City; conducts inspections and training ensuring compliance with CAL-OSHA regulations.
Oversee and maintain the City's drug and alcohol testing program.
Conduct surveys and provide written and oral reports on human resource issues.
Perform related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
Liability and employee benefits insurance coverages.
Principles, practices, and techniques of establishing, maintaining, and modifying a comprehensive risk management program.
The records and reports necessary in the insurance and claims field.
Workers' compensation law and claims adjustment administration.
Records and procedures relating to court actions on insurance and related legal matters.
Principles and practices of budget preparation and administration.
Principles and practices of organization, administration, and personnel management.

Ability to:

Plan, organize, and develop risk management and loss prevention programs.
Develop, implement and coordinate effective programs for safety and training.
Analyze and interpret a variety of complex insurance, medical, and legal documents.
Prepare clear and concise reports.
Perceive and analyze problems correctly and take effective corrective action.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that would likely provide the required knowledges and abilities would be qualifying. A typical combination is:

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in business or public administration or a related field.

Experience:

Three years of increasingly responsible administrative experience in industrial safety, risk management, loss prevention, or municipal/corporate insurance administration.

LICENSES AND CERTIFICATES:

Possession of an appropriate, valid Driver's License from the California Department of Motor Vehicles.